

**Department of Health and Human Services
Administration for Children and Families**

Program Office: Office of Community Services

Funding Opportunity Title: Community Services Block Grant Program Community Economic Development Discretionary Grant Program--Operational Projects

Announcement Type: Initial

Funding Opportunity Number: HHS-2006-ACF-OCS-EE-0019

CFDA Number: 93.570

Due Date for Applications: **05/12/2006**

Executive Summary:

Pursuant to this announcement and contingent upon available funding and statutory authorization, the Office of Community Services (OCS) will award Community Economic Development (CED) discretionary grant funds for operational projects to Community Development Corporations (CDCs) that are experienced in implementing economic development projects. The purpose of these grants is to create new employment and business development opportunities for low-income individuals. Eligible CDCs, including American Indian, Native Alaskan, and faith-based CDCs, must have in place: (1) written unconditional financial commitments for all non-CED funding needed for the project, (2) management, staff and other resources to operate the project, (3) evidence of site control for the project (*e.g.*, lease agreement, or deed) and (4) referral sources from which low-income individuals would access the project. Written proof of commitments from third parties must be signed by the head of the partnering organization providing funding, referrals, or other resources. Low-income beneficiaries of such projects include those who are living in poverty, as determined by the U.S. Department of Health and Human Services (HHS) Guidelines on Poverty (found at <http://aspe.hhs.gov/poverty/index.shtml>). Beneficiaries may be unemployed; public assistance recipients, including recipients of Temporary Assistance for Needy Families (TANF); at-risk youth; custodial and non-custodial parents; residents of public housing; persons with disabilities; persons who are homeless; or individuals transitioning from incarceration into the community. Grant funds awarded under this announcement are intended to provide resources to eligible CDCs for their job creation and business projects as well as to address broader objectives such as arresting tendencies toward financial dependency, chronic unemployment, and community

deterioration in both urban and rural areas. Eligible CDCs must submit a business plan that demonstrates the economic feasibility of the venture.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

The Community Services Block Grant (CSBG) Act of 1981, as amended by Section 680 (a)(2) of the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, authorizes the Secretary of the U.S. Department of Health and Human Services (HHS) to make grants that provide technical and financial assistance for economic development activities designed to address the economic needs of low-income individuals and families by creating employment and business development opportunities.

Purpose

Pursuant to this announcement and, contingent upon available funding and statutory authorization, the Office of Community Services (OCS) will award Community Economic Development (CED) discretionary grant funds for operational projects to Community Development Corporations (CDCs) that are experienced in implementing economic development projects. The purpose of these grants is to create new employment and business development opportunities for low-income individuals. Eligible CDCs, including American Indian, Native Alaskan, and faith-based CDCs, must have in place: (1) written unconditional financial commitments for all non-CED funding needed for the project, (2) management, staff and other resources to operate the project, (3) evidence of site control for the project (*e.g.*, lease agreement, or deed) and (4) referral sources from which low-income individuals would access the project. Written proof of commitments from third parties must be signed by the head of the partnering organization providing funding, referrals, or other resources. Low-income beneficiaries of such projects include those who are living in poverty, as determined by the HHS Guidelines on Poverty (found at <http://aspe.hhs.gov/poverty/poverty.shtml>). Beneficiaries may be unemployed; public assistance recipients, including recipients of Temporary Assistance for Needy Families (TANF); at-risk youth; custodial and non-custodial parents; residents of public housing; persons with disabilities; persons who are homeless; or individuals transitioning from incarceration into the community. Grant funds awarded under this announcement are intended to provide resources to eligible CDCs for their job creation and business projects as well as to address broader objectives such as arresting tendencies toward financial dependency, chronic unemployment, and community deterioration in both urban and rural areas. Eligible CDCs must submit a business plan that demonstrates the economic feasibility of the venture.

Project Goals

CED projects are expected to further HHS goals of strengthening American families and promoting self-sufficiency, and the Administration for Children and Families' (ACF) goal of promoting healthy families in healthy communities. The CED Program seeks to promote CDCs

achieving public-private partnerships that develop employment and business opportunities for low-income persons and that revitalize distressed communities.

Project Scope

Projects may include business start-ups, business expansions, development of new products and services, or other newly-undertaken physical and commercial activities. ***Projects must result in the creation of new jobs.*** Each applicant must describe the project scope including the low-income community to be served, business activities to be undertaken, and the types of jobs that will be created.

Definitions of Terms

The following definitions apply:

Beneficiary--A low-income individual whose income level does not exceed 100 percent of the official poverty line as found in the most recent revision of the Poverty Income Guidelines published by HHS. These guidelines may be found at <http://aspe.hhs.gov/poverty/index.shtml>.

Budget period--The time interval into which a grant period is divided for budgetary and funding purposes.

Cash contributions--The grantee's cash outlay, including the outlay of money contributed to the grantee by third parties.

Community Development Corporation (CDC)--A private, non-profit corporation governed by a board of directors consisting of residents of the community and business and civic leaders, which has as a principal purpose planning, developing, or managing low-income housing or community development activities.

Community Economic Development (CED)--A process by which a community uses resources to attract capital and increase physical, commercial, and business development, as well as job opportunities for its residents.

Construction projects--Projects that involve the initial building or large scale modernization or permanent improvement of a facility.

Distressed community--A geographic urban neighborhood or rural community with high unemployment and pervasive poverty.

Employment education and training program--A program that provides education and/or training to welfare recipients, at-risk youth, residents of public housing, displaced workers, homeless, and other low-income individuals and that has demonstrated organizational experience in employment directed education and training for these populations.

Empowerment Zone and Enterprise Community Project Areas (EZ/EC)--Urban neighborhoods and rural areas designated as such by the Secretaries of Housing and Urban Development and Agriculture.

Equity investment--The provision of capital to a business entity for some specified purpose in return for a portion of ownership using a third-party agreement as the contractual instrument.

Faith-based community development corporation--A community development corporation that has a religious character.

Hypothesis--An assumption made in order to test a theory. It should assert a cause-and-effect relationship between a program intervention and its expected result. Both the intervention and its result must be measured in order to confirm the hypothesis. The following is a hypothesis: "Eighty hours of classroom training will be sufficient for participants to prepare a successful loan application." In this example, data would be obtained on the number of hours of training actually received by participants (the intervention), and the quality of loan applications (the result), to determine the validity of the hypothesis (that eighty hours of training is sufficient to produce the result).

Indirect costs--Overhead costs of an organization that have been approved by HHS or other cognizant Federal agencies for use in applying for Federal funds.

Intervention--Any planned activity within a project that is intended to produce changes in the target population and/or the environment and can be formally evaluated. For example, assistance in the preparation of a business plan is an intervention.

Job creation--New full-time, permanent jobs, (i.e., resulting from new business start-ups, business expansion, development of new services, and/or other newly-undertaken physical or commercial activities). Jobs that exist prior to the start of the project will not be considered.

Job placement--Placing a person in an existing vacant job of a business, service, or commercial activity not related to new development or expansion activity.

Letter of commitment--A signed letter or agreement from a third party to the applicant that pledges financial or other support for the grant activities contingent only on OCS accepting the applicant's project proposal.

Loan--Money given to a borrower under a binding pledge for a given purpose to be repaid, usually at a stated rate of interest and within a specified period.

Non-profit organization--An organization, including faith-based and community-based, that provides proof of non-profit status described in *Section III.3* of this announcement.

Outcome evaluation--An assessment of project results as measured by collected data that define the net effects of the interventions applied in the project. An outcome evaluation will produce and interpret findings related to whether the interventions produced desirable changes and their potential for being replicated.

Poverty Income Guidelines--Guidelines published annually by HHS that establish the level of poverty defined as low-income for individuals and their families. The guideline information is posted on the Internet at the following address <http://aspe.hhs.gov/poverty/index.shtml>.

Process evaluation--The ongoing examination of the implementation of a program. It focuses on the effectiveness and efficiency of the program's activities and interventions (for example, methods of recruiting beneficiaries, quality of training activities, or usefulness of follow-up procedures). It should answer the questions such as: "Who is receiving what services and are the services being delivered as planned?" It is also known as formative evaluation, because it gathers information that can be used as a management tool to improve project operations. It should identify problems that occurred, how the problems were resolved, and recommendations for future implementation.

Program income--Gross income earned by the grantee that is directly generated by an activity supported with grant funds.

Project period--The total time for which a project is approved for CED support, including any approved extensions.

Revolving loan fund--A capital fund established to make loans whereby repayments are re-lent to other borrowers.

Self-employment--The employment status of an individual who engages in self-directed economic activities.

Self-sufficiency--A long-term condition where an individual or family, by reason of employment, does not need public assistance, is not eligible for public assistance, and is able to meet all basic needs.

Sub-award--An award of financial assistance in the form of money or property made under a CED award by a grantee to an eligible sub-grantee or by a sub-grantee to a lower tier sub-grantee. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services. It does not include any form of assistance excluded from the definition of "award" under Federal Regulations at 45 CFR Part 74. (Note: Equity investments and loan transactions are not sub-awards.)

Technical assistance--A problem-solving event generally using the services of a specialist. Such services may be provided on-site, by telephone, or by other communications. These services address specific problems and are intended to assist with immediate resolution of a given problem or set of problems.

Temporary Assistance for Needy Families (TANF)--The Federal block grant program authorized in Title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Part A of Title IV under the Social Security Act). The TANF program transformed "welfare" into a system that requires work in exchange for time-limited assistance.

Third-party--Any individual, organization, or business entity that is not the direct recipient of grant funds.

Third-party agreement--A written agreement entered into by the grantee and an organization, individual, or business entity (including a wholly owned subsidiary of a CDC), by which the grantee makes an equity investment or a loan in support of grant purposes.

Third-party in-kind contributions--Non-cash contributions provided by third parties. These contributions may be in the form of real property, equipment, supplies, or other expendable property, and the value of goods and services directly benefiting and especially identifiable to the project or program.

Weed and Seed Program--A comprehensive strategy to reduce crime and revitalize communities through the coordination of targeted assistance to a community.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$16,000,000
Anticipated Number of Awards:	19 to 20
Ceiling on Amount of Individual Awards:	\$700,000 per project period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$700,000 per project period
Length of Project Periods:	Other

Explanation of Other:

Applications for operational projects exclusively for construction may have budget and project periods of up to five years (60 months) with use of funds consistent with the work plan. Applications for non-construction operational projects may have budget and project periods for up to three years (36 months) consistent with the work plan. Applicants must indicate their expected project period for the proposed project.

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Non-profits having 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education

- Non-profits that do not have 501(c)(3) status with the IRS, other than institutions of higher education

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

An applicant must be a private, non-profit CDC experienced in developing and managing economic development projects. For purposes of this grant program, the CDC must be governed by a Board of Directors consisting of residents of the community and business and civic leaders. The CDC must have as a principal purpose: planning, developing, or managing low-income housing or community development activities.

An applicant must document its eligibility as a CDC for the purposes of this grant program. The application must include a list of governing board members along with their designations as a community resident, business, or civic leader. In addition, the application must include documentation that the organization has as a primary purpose: planning, developing, or managing low-income housing or community development activities. This documentation may include incorporation documents or other official documents that identify the organization.

2. Cost Sharing or Matching: None

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.

- A copy of a currently valid IRS tax exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically we strongly suggest that you attach your proof of non-profit status with your electronic application.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Debbie Brown
Administration for Children and Families
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209
Phone: 1-800-281-9519
Email: OCSGRANTS@acf.hhs.gov

2. Content and Form of Application Submission:

Application Content

Each application must include the following components:

- (1) Table of Contents
- (2) Project Summary/Abstract--one or two paragraphs, not to exceed 350 words, that

describe the community in which the project will be implemented, beneficiaries to be served, type(s) of business(es) to be developed, type(s) of jobs to be created, projected cost-per-job, any land or building to be purchased or building constructed, resources leveraged, and intended impact on the community. Note: Please see *Section V.1, Criteria*, for instructions on preparing the project summary/abstract and the full project description.

(3) Completed Standard Form (SF) 424--that has been signed by an official of the organization applying for the grant who has legal authority to obligate the organization. Under Box 11, indicate Operational Projects as the Priority Area for which the application is written.

(4) SF 424A--Budget Information--Non-Construction Programs only.

(5) SF 424B--Budget Information--Construction Programs only.

(6) Narrative Budget Justification--for each object class category required under Section B, SF 424A. Applicants are encouraged to use job titles and not specific names in developing the application budget. However, the specific salary rates or amounts for staff positions identified must be included in the application budget.

(7) Project Description --A narrative that addresses issues described in the *Section V Application Review Information*.

(8) Private, Non-profit CDC--Applicants must provide proof of status as a non-profit organization and as a CDC as required by statute and as described in *Section III*.

(9) Sufficiency of Financial Management System--Because CED funds are Federal, all grantees must be capable of meeting the requirements of 45 CFR Part 74 concerning their financial management system.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as a part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

National Historic Preservation Act: If an applicant is proposing a project that will affect a property listed in, or eligible for, inclusion in the National Register of Historic Places, it must identify this property in the narrative and explain how it has complied with the National Historic Preservation Act of 1996, as amended. If there is any question as to whether the property is listed in, or eligible for, inclusion in the National Register of Historic Places, the applicant must consult with the State Historic Preservation Officer and describe in the narrative the content of such consultation.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms", "Survey for Private, Non-Profit Grant Applicants", titled, "Survey on Ensuring Equal Opportunity for Applicants", at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials"

for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. *You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.***
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all

required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 05/12/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV	http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Non-Federal Commitment Letters	See Section IV	Found in Section IV	By application due date.

Third-Party Agreements	See Section V	Found in Section V	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Private, Non-profit Community Development Corporation Status Documentation	Found in Sections III and IV	Found in Sections III and IV	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Business Plan	See Section V	Found in Section V	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By application due date.
Assurances	See Section IV.2	Found in Section IV.2	By date of award.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By application due date.
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By application due date.
SF-LLL Certification	See Section	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By date of

Regarding Lobbying	IV.2	ms.htm	award.
Support Letters	See Section IV	Found in Section IV	By application due date.
National Historic Preservation Act Certification	See Section IV	Found in Section IV	By application due date.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms", "Survey for Private, Non-Profit Grant Applicants", titled, "Survey on Ensuring Equal Opportunity for Applicants", at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these

jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a) (2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade S.W., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Cost-Per-Job: OCS will not fund projects with a cost-per-job in CED funds that exceeds \$10,000. An exception may be made if the project includes purchase of land or a building, or major renovation or construction of a building. In this instance, the applicant must explain the factors that raise the cost beyond \$10,000. In no instance, will OCS allow for a cost-per-job of more than \$15,000 in CED funds. Cost-per-job is calculated by dividing the number of jobs created for low-income individuals into the amount of the CED grant request.

Sub-Contracting or Delegating Projects: OCS will not fund projects where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar the making of sub-grants or sub-contracts for specific services or activities necessary to conduct the project.

Prohibited Activities: OCS will not consider applications that propose to establish Small Business Investment Corporations or Minority Enterprise Small Business Investment Corporations.

OCS will not fund projects that are primarily education and training projects. In projects where participants must be trained, any funds proposed for training must be limited to specific job-related training for those individuals who have been selected for employment in the grant-supported project. Projects primarily involving training and placement for existing vacant positions will not be funded.

OCS will not fund projects that would result in the relocation of a business from one geographic area to another resulting in job displacement.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Barbara Ziegler-Johnson
Administration for Children and Families
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209

Hand Delivery

Barbara Ziegler-Johnson
Administration for Children and Families
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139 which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant funded activity should be placed in an appendix.

Grantees are expected to participate in a performance assessment on the effectiveness of their programs. The assessment will be conducted by a national evaluation contractor. The terms and conditions of the assessment will be presented at the OCS training conference.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, describe the population to be served by the program and the number of new jobs that will be targeted to the population served. Explain how the project will reach the targeted population, how it will benefit participants, including how it will support individuals to become more economically self-sufficient.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reasons for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technical innovations, reductions in cost or time or extraordinary social and community involvement. List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution. Provide a

narrative addressing how the results of the project and the conduct of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities on the project's effectiveness.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

BUSINESS PLAN

When Federal grant funds will be used to make an equity investment, provide a business plan. The business plan will include the following elements:

- (1) An executive summary (limit to 2 pages) that is clear and descriptive;
- (2) A description of the industry, current status, and prospects;
- (3) A description of the products and services, including detailed descriptions of any products or services to be sold, the proprietary position of any of the products (*e.g.*, patents, copyright, trade secrets, etc.), and any features of the products or services that may give them an advantage over the competition;
- (4) Market research that assures that the business has a substantial market to develop and achieve sales in the face of competition and that also describes the customer base by market segment, the market size and trends, an assessment of the strengths and weaknesses of the competition in the current market, and the estimated market share and sales;
- (5) A marketing plan that details the products, pricing, distribution, and promotion strategies (*i.e.*, what is to be done, how it will be done, and who will do it) that will be used to achieve the estimated market share and sales projections;
- (6) Design and development plans for new products or services, if applicable, including items such as development status and tasks, difficulties and risks, product improvement, and new products and costs;
- (7) An operations plan that describes the kind of facilities, site location, space, capital equipment, and labor force (part- and/or full-time and wage structure) that are required to provide the company's product or service;
- (8) A description of the technical, managerial, and business skills and experience to be brought to the project by the management team, including a description of key management personnel and their primary duties, compensation and/or ownership, the organizational structure and placement of this proposed project within the organization, the board of directors, management assistance and training needs, and supporting professional services;
- (9) An implementation plan that shows the timing and interrelationships of the major events or benchmarks necessary to launch the venture and realize its objectives, including a month-by-month schedule of activities such as product development, market planning, sales programs, production and operations;
- (10) A description of the job creation activities and projections expected as a result of this project, including a description of the strategy that will be used to identify and hire individuals who are low-income (including those on TANF), an estimated number and description of the new, full-time, permanent jobs that will be created during the project

period, the number of these jobs that have career development opportunities, projected annual salaries, the number of self-employed and other ownership opportunities created, the specific steps to be taken by the applicant or a third party to develop and sustain self-employment after the businesses are in place, and the expected net profit of these businesses after deductions of business expenses;

(11) A financial plan demonstrating and providing documentation for the economic supports underpinning the project and showing the project's potential and the timetable for financial self-sufficiency, including for both the applicant and the third party, if appropriate, profit and loss forecasts for the first three years, cash flow projections for the first three years, pro forma balance sheets for the first three years, a Sources and Use of Funds Statement for all funds available to the project, and a brief summary discussing any further capital requirements and methods or projected methods for obtaining needed resources;

(12) An assessment of critical risks and assumptions relating to the industry, the venture, its personnel, the product or service market appeal, and the timing and financing of the venture; and

(13) A description of other economic and non-economic benefits to the community such as development of a community's physical assets, provision of needed but currently unsupplied services or products to the community, or improvement in the living environment.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

CONSTRUCTION

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and that the applicant will assume.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for

establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

BUSINESS PLAN - 45 points

The application will be evaluated to the extent that it submits a business plan covering the following elements: For incubator or microenterprise development projects, the business plan covers the project, not the individual business plans of beneficiaries.

The business plan is a major component of the application which is used by OCS and the Office of Grants Management to determine the feasibility of a business venture or other economic development project. (0 – 20 points) The application will be evaluated to the extent that it documents the structure of the board to consist of residents of the community and community

business and civic leaders. The application should include a current listing of the board. (0-5 points)

The application will be evaluated to the extent that it includes evidence of site control (*e.g.*, lease agreements or deeds). (0-15 points)

The application will be evaluated to the extent that during the project period, the proposed project will create new, permanent jobs for low-income individuals of the target community at a cost-per-job not to exceed \$10,000 in CED funds unless the project involves construction or significant renovation in which case the cost-per-job may reach \$15,000. (***Cost-per-job is calculated by dividing the number of jobs for low-income individuals into the requested grant amount.***) (0-5 points)

THIRD-PARTY AGREEMENTS - 30 points

The application will be evaluated to the extent to which all financial third-party agreements include, from the third party (as appropriate):

(1) That low-income individuals will fill the jobs to be created from project activities as a result of the injection of grant funds;

(2) That the applicant will have the right to screen applicants for jobs and to verify their eligibility;

(3) If the applicant's equity investment equals 25 percent or more of the business' assets, that the applicant has representation on the board of directors;

(4) That reports will be made to the applicant regarding the use of grant funds on a quarterly basis or more frequently, if necessary;

(5) That procedures are developed to assure that there are no duplicate counts of jobs created; and

(6) That the third party will maintain documentation related to the grant objectives as specified in the agreement and will provide the applicant and HHS access to that documentation.

From the applicant:

(1) Detailed information on methods to be used to provide support and technical assistance to the third party in areas of recruitment and retention of low-income individuals; and

(2) Methods to be used by the applicant to provide oversight of the grant-supported activities of the third-party for the life of the agreement.

The application will be evaluated to the extent that third party agreements covering an equity investment contain, at a minimum:

- (1) The purpose(s) for which the equity investment is being made;
- (2) The type of equity transaction (*e.g.* stock purchase);
- (3) The cost-per-share and basis on which the cost-per-share is derived;
- (4) The number of shares being purchased;
- (5) The percentage of CDC ownership in the business;
- (6) The term or duration of the agreement;
- (7) The number of seats on the board, if applicable; and
- (8) The signatures of the authorized officials of the applicant and third party organizations.

The application will be evaluated to the extent that a third-party agreement covering a loan transaction contains the following information:

- (1) The purpose(s) for which the loan is being made;
- (2) The interest rates and other fees;
- (3) The terms of the loan;
- (4) The repayment schedules;
- (5) The collateral security;
- (6) The default and collection procedures; and
- (7) The signatures of the authorized officials of the lender and borrower.

The application will be evaluated to the extent that third-party agreements are accompanied by a signed statement from a Certified or Licensed Public Accountant as to the sufficiency of the third party's financial management system in accordance with 45 CFR Part 74 and financial statements for the third-party organization for the prior three years. If such statements are not available because the organization is a newly formed entity, the application must include a statement to this effect. The applicant is responsible for ensuring that grant funds expended by it and the third party are expended in compliance with Federal regulations of 45 CFR Part 74 and OMB Circular A-122. (0-10 points)

The application will be evaluated to the extent to which the applicant documents that it has the proposed balance of non-CED funding required to fully implement the project. Lack of sufficient documentation to assure financial viability of the project will result in point deductions. Cash resources such as cash or loans contributed from all project sources (except for those contributed directly by the applicant) are documented by letters of unconditional financial commitments from third parties making the contribution. The value of in-kind contributions for personal property is documented by an inventory valuation for equipment and a certified

appraisal for real property. Also, a copy of a deed or other legal document is required for real property. (Anticipated or projected program income such as gross or net profits from the project or business operations will not be recognized as mobilized or contributed resources). (0-15 points)

The application will be evaluated to the extent to which the application documents commitment agreements from public assistance and other agencies providing referrals and resources to the project including local agencies responsible for administering child support enforcement, TANF, and employment education and training programs. The extent to which the application includes written agreements from the local TANF or other employment education and training offices, and child support enforcement agency indicating what actions will be taken to integrate/coordinate services that relate directly to the project for which funds are being requested. The application provides documentation that illustrates the organizational experience is related to the employment, education, and training program. (0-5 points)

The application will be evaluated to the extent to which the beneficiary referral agreements include: (1) the goals and objectives that the applicant and the TANF or other employment education and training offices and/or child support enforcement agency expect to achieve through their collaboration; (2) the specific activities/actions that will be taken to integrate/coordinate services on an ongoing basis; (3) the target population that this collaboration will serve; (4) the mechanism(s) to be used in integrating/coordinating activities; (5) how those activities will be significant in relation to the goals and objectives to be achieved through the collaboration; and (6) how those activities will be significant in relation to their impact on the success of the CED-funded project. (0-5 points)

OBJECTIVES AND NEED FOR ASSISTANCE - 20 points

(1) The application will be evaluated to the extent to which the application documents that the project addresses a vital need in a distressed community. (For the definition of “distressed community,” see *See Section I.*) The application will be evaluated to the extent to which the application documents that both the unemployment rate and poverty level for the targeted neighborhood or community are equal to or greater than the state or national level. The extent to which the application cites the most recent available statistics from published sources, (*e.g.*, the recent U.S. Census or updates, the State, county, city, election district, and other information are provided in support of its contention). (0-15 points)

(2) Community empowerment and coordination. The application will be evaluated to the extent to which the application documents that the applicant is an active partner in either a new or ongoing comprehensive community revitalization project such as a Federally designated EZ/EC, or Renewal Community that has clear goals of strengthening economic and human development in target neighborhoods; a State or local-government supported comprehensive neighborhood revitalization project; or a private sector supported community revitalization project. (0-5 points)

EVALUATION - 5 points

The application will be evaluated to the extent to which the application includes a well thought through outline of an evaluation plan for the project that includes both process and outcome measures. The extent to which the applicant outline explains how the applicant proposes to answer the key questions about how effectively the project is being/was implemented; whether the project activities or interventions achieved the expected immediate outcomes and why or why not (the process evaluation); and whether and to what extent the project achieved its stated goals and why or why not (the outcome evaluation). The extent to which the process and outcome evaluation answer the question: "What did this program accomplish and why did it work/not work?" Evaluation plans should describe a tracking system to measure the results of each component of the proposed Business Plan.

The application will be evaluated to the extent to which the reporting format is provided to document the applicant's activities (interventions) and their effectiveness, to be included in the grantee's semi-annual program progress report. The extent to which the application contains assurances that the applicant will provide OCS with insights and lessons learned, as they become evident, concerning the various aspects of the business plan, such as recruitment, training, support, public-private partnerships, and coordination with other community resources, as they may be relevant to the proposed project.

The application will be evaluated to the extent that the identity and qualifications of the proposed third-party evaluator, and if not selected, the qualifications that will be sought in choosing an evaluator. Qualifications must include successful experience in evaluating community development programs, and planning or evaluation of programs designed to foster self-sufficiency in low-income populations. (0-5 points)

Note: The competitive procurement regulations (45 CFR Part 74, Sec. 74.40-74.48, especially Sec. 74.43) apply to service contracts such as those for evaluators.

It is suggested that applicants use no more than three pages for this element, in addition to the resume or position description for the evaluator, which may be included in the appendix.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial OCS Screening: Each application submitted to OCS will be screened for completeness and conformity with the requirements listed in this announcement. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

OCS Evaluation of Applications: Applications that pass the initial OCS screening will be reviewed and rated by a panel based on the program elements and review criteria presented in relevant sections of this program announcement.

The evaluation criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application. The review panel awards points only to applications that are responsive to the program elements and relevant review criteria within the context of this program announcement.

The OCS Director and the program staff use the reviewer scores when considering competing applications. Reviewer scores will weigh heavily in funding decisions, but may not be the only factors considered.

Applications generally will be considered in order of the average scores assigned by the review panel. Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. These other considerations include, for example: the timely and proper completion by the applicant of projects funded with OCS funds granted in the last five years; comments of reviewers and government officials; staff evaluation and input; amount and duration of the grant requested and the proposed project's consistency and harmony with OCS goals and policy; geographic distribution of applications; previous program performance of applicants; compliance with grant terms under previous HHS grants, including the actual dedication of the applicant to acquiring additional funding and other committed resources as set forth in project applications; audit reports; investigative reports; and applicant's progress in resolving any final audit disallowance on previous OCS or other Federal agency grants.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at <http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Debbie Brown
Administration for Children and Families
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209
Email: OCSGRANTS@acf.hhs.gov

Grants Management Office Contact:

Barbara Ziegler-Johnson
Administration for Children and Families
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209
Email: OCSGRANTS@acf.hhs.gov

VIII. OTHER INFORMATION

Additional information about this program and its purpose can be located at <http://www.acf.hhs.gov/programs/ocs>.

Date: 1/27/2006 Josephine Robinson
Director
Office of Community Services